

Volunteer Maryland Administrative Associate

Volunteer Maryland:

Volunteer Maryland (VM) is an AmeriCorps program which meets critical community needs in partnership with nonprofit and government agencies across Maryland. Each year, Volunteer Maryland works with local communities to build effective programs and mobilize thousands of citizens in direct community service. Since 1993, the program has partnered with over 550 agencies and recruited over 650 AmeriCorps members, who, together, have mobilized over 130,000 volunteers in service across the state. Volunteer Maryland is a program of the Governor's Office.

Purpose and scope of position:

The Administrative Associate will support Volunteer Maryland's daily operations and financial systems. The Administrative Associate will work closely with the Governor's Office of Community Initiatives (GOCI) staff to maximize resource sharing, logistics, and communications between VM, the Governor's Office, and State Government. As a member of the Volunteer Maryland Support Team, the Administrative Associate will also take an active role in all aspects of Volunteer Maryland organizational development. This is a three quarter time position, maximum 32 hours per week.

Duties include, but are not limited to, the following:

- Process payments—invoices, bills, site reimbursements, purchase requisitions and orders.
- Process, track, and report all revenue and payments received from private and government sources.
- Oversee program logistics, which includes arranging meeting space and catering for trainings and public information sessions; materials creation and reproduction; bidding for supplies, uniforms, etc.
- Maintain program equipment and supplies, track inventory, and keep program materials updated and stocked.
- Manage web site – weekly accuracy checks, regular updates and additions.
- Research, update, and edit VM toolbox and other documents.
- Assist with data entry of AmeriCorps applicants, members, and sites.
- Engage in staff planning, organizational development, and continuous program improvement.
- Other duties as assigned by the VM Director.

The Administrative Associate represents Volunteer Maryland and interacts with multiple groups of people. These include, but are not limited to, the following:

- 1.) Governor's Finance Office (GFO)—The Administrative Associate on an ongoing basis, codes and submits all invoices, revenue checks and other required financial documents to the GFO and other funders.

- 2.) Vendors—The Administrative Associate is the agency’s primary contact for all state contract and other vendors, and manages and tracks all of Volunteer Maryland’s purchasing on an ongoing basis.
- 3.) The General Public—The Administrative Associate will assist with responding to requests for VM program information. Contact may include interested applicants for VM AmeriCorps positions, agencies looking to partner with Volunteer Maryland as Service Sites general inquiries about Volunteer Maryland or AmeriCorps, training requests, referrals to local volunteer centers, etc.
- 4.) 100 Community Place—The Administrative Associate communicates occasionally with the Department of General Services to maintain office functions related to printing, mail service, telephone and general needs related to the physical building that Volunteer Maryland occupies.
- 5.) Volunteer Maryland staff members—The Administrative Associate communicates with other staff members on a daily basis to share information and complete action items.

Qualifications:

The ideal candidate will be able to complete the core duties above and:

- have a positive attitude and professional manner
- Experience with basic bookkeeping helpful
- have the ability to maintain good working relationships with AmeriCorps members, nonprofit partners, staff, vendors, and outside stakeholders
- have an interest in and demonstrated commitment to community service and volunteerism
- demonstrate strong computer and Internet skills (MS Office, Google)
- demonstrate excellent verbal and written communication skills
- demonstrate excellent attention to detail and ability to manage multiple projects and tasks
- be committed to active participation in all aspects of VM team work.
- have experience with Volunteer Maryland, AmeriCorps, or another national service program

Benefits: hourly salary, flexible schedule, strong positive team environment, professional development opportunities provided each year

Hours: Volunteer Maryland office hours are 9:00 am – 5:30 pm, Monday – Friday; the Administrative Associate will work 32 hours per week

Location: 100 Community Place
Suite 1.550
Crownsville, MD 21032

Occasional support at off-site training locations may be required.

Supervisor: Volunteer Maryland Director

Evaluation procedure:

The Director and Administrative Associate will create an annual work plan and meet weekly to assess progress towards goals and make adjustments to the work plan goals and timeline as necessary. All VM staff members complete regular written progress reports, engage in collective program evaluation (written and verbal), and participate in performance evaluations each year.

Deadline for applying: ongoing until position is filled

Please send a cover letter and resume to: Patrice Beverly, Director
Volunteer Maryland
100 Community Place
Suite 1.550
Crownsville, MD 21032